# **Personal Care Assistant Job Description**

## **Job Summary**

A Personal Care Assistant (PCA) provides essential support to individuals with disabilities, chronic illnesses, or elderly clients in need of assistance with activities of daily living. This role involves helping clients with personal hygiene, toileting, ambulation, and other daily tasks, ensuring their comfort, safety, and well-being. Working in in-home settings or care facilities, the PCA acts as a caregiver by promoting independence while delivering compassionate care. This personal care assistant job description highlights the need for strong interpersonal skills, attention to detail, and the ability to collaborate with a care team to meet the needs of the client.

## **Responsibilities**

#### **Personal Care and Assistance**

* Assist clients with daily living tasks such as bathing, dressing, grooming, and toileting.
* Provide emotional support and companionship to improve the client’s overall well-being.
* Support clients in mobility and ambulation, including transferring them from bed to chair or assisting with walking.
* Help with meal preparation and feeding, ensuring dietary needs are met.
* Perform light housekeeping and household chores, such as laundry, cleaning, and changing linens, to maintain a safe and clean environment.
* Accompany clients to medical appointments and assist with running errands such as grocery shopping.
* Administer medication and assist with physical therapy exercises as directed by healthcare professionals.

#### **Health Monitoring and Care**

* Monitor clients' health, including taking vital signs and observing for any changes in their physical or emotional state.
* Work closely with family members and healthcare professionals to update them on the client’s progress and needs.
* Follow care plans and assist with first aid or emergency response as necessary.

#### **Communication and Documentation**

* Communicate effectively with family members, care team, and healthcare professionals to ensure continuity of care.
* Maintain accurate records of the care provided, including daily activities, changes in the client's condition, and any incidents.
* Ensure all tasks are completed in a timely manner and according to the care plan.

## **Requirements and Skills**

* Proven experience as a personal care aide (PCA), home health aide (HHA), or certified nursing assistant (CNA) is strongly preferred.
* Strong interpersonal skills and good communication for interacting with clients, family members, and healthcare providers.
* Knowledge of personal hygiene and housekeeping duties to support clients in maintaining a clean and healthy environment.
* Ability to manage multiple job duties, including light housekeeping, meal prep, and activities of daily living.
* Completion of training programs for personal care or home health services is preferred.
* Ability to pass a background check as part of the hiring process.
* Familiarity with basic first aid and emergency response protocols.

## **Education, Experience, and Licensing Requirements**

* High school diploma or equivalent required.
* Valid driver’s license required for running errands and assisting with medical appointments.
* Certification as a Certified Nursing Assistant (CNA) or Home Health Aide (HHA) is a plus.
* 1-2 years of experience working in home care or care facilities preferred.
* Completion of PCA or HHA training programs and competency testing is desirable.